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27 November 1957

MEMORANDUM FOR: Director of Training

FROM : Acting Chief, Plans and Poli

SUBJECT : Weekly Activities Report #48

A. COMPLETED PROJECTS

1. Project USEFUL

[] made a presentation for Project [] on the subject of the Agency's training responsibilities and activities under wartime conditions.

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2. Orientation on USSR

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Arrangements were made to listen to a playback of tape recordings which were made during a presentation by Messrs. [] before the combined Reserve units, as a panel of experts on the USSR. Representatives of SIC, OS, IS, LAS, A & E Staff, and PPS were invited to attend this briefing.

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3. Transcripts of Presentation to the National War College

In accordance with the suggestion of the DTR, a transcript of Mr. Wisner's speech to students of the National War College was sent to the C/OS and transcripts of each speaker were sent to the C/IS for their information and review. Copies of these documents are also on file in the Plans and Policy Staff.

4. JOEP Regulation

A final draft of the revision for CIA Regulation [] was received from the C/JOEP. It is understood that this draft was agreed to on an informal basis by the D/Personnel. Written concurrence will be obtained before these changes are submitted to the DD/S.

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5. Reduction in Files

Arrangements have been made with the Administrative Office of OTR to turn in one four-drawer and one two-drawer safe from the Plans and Policy Staff.

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SUBJECT: Weekly Activities Report #40

B. PROJECTS IN PROCESS

1. Requirement for Administrative Procedures Course

A paper coordinated with C/IS proposing changes in the Administrative Procedures Course and the Orientation Course has been forwarded to the DDIR for his review.

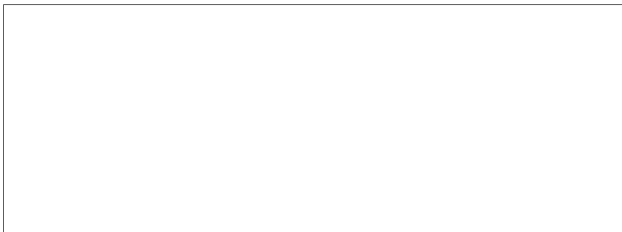
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2. Survey of Training

a. Visits and consultations relating to approved training activities conducted by the Medical Staff and by the Assessment and Evaluation Staff, OIR, have been completed. Reports on these programs are in preparation.

b. The present method of surveying the total training effort of one office before proceeding to another has been found to result in loss of time. Appointments will now be made with offices having active courses for review at the time of presentation. Surveys will then be on current active courses and reports on each will be submitted upon conclusion. If no courses are active at a particular time, review of office programs will continue.

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